

**Information Technology Committee  
February 21, 2008, Room BE 243, 2:00pm – 3:00pm  
Co-chairs: Connie Moise, Kelley Hare**

**Notes**

**Members Present: Tom Hutchison, Jill Zimmerman, Ann Hinesley for Woody Burns, Mike Wilmes, Connie Moise, Geary Cook**

- 1. Welcome / Announcements**
- 2. Open Forum**  
Send Notice regarding Help Desk Staffing and Hours.
- 3. E-mail Archiving/Retention Policy – Team Report**
- 4. Video Relay Service Status**
- 5. Computer Use and Electronic Mail Guidelines Review/Update**
- 6. Emergency Procedures / Disaster Planning for AVC's IT Resources**
- 7. Date of Next Meeting**  
Thursday, March 20, 2008  
Room BE 243, 2:00pm – 3:00pm

**Future Topics**

- 1. Communication and Confidentiality Procedures/Policy**
- 2. Security Procedures/Policy relating to computers and data**
- 3. Telephone Policy Status Report – Ann Hinesley/Woody Burns**
- 4. Public Wireless Access Service and ASO Involvement – ASO**
- 5. Earthquake Protection for AVC Computer Equipment**
- 6. One Card Project and POS System PayPrint System Status**
- 7. ITS Communications to Campus**
- 8. ITS Support Procedures**
- 9. Technical Training**
- 10. Budget Requests for Help Desk Staffing**